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**Change Documentation for
[System Name] [Acronym] [Version]**

Date:

Prepared by:

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1.0 Purpose

The purpose of this document is to address the changes to be made to [System Name] planned for this release.

[Describe at a high level the impact of the changes on the system. Will these changes affect user functionality, performance, interoperability to another system or security posture?]

2.0 Summary

There are [number of changes] to be made to the [System Name] described in this document:

1. [Title of change #1] [Provide brief description of the change. Is it correcting a known software bug? Is it related to the interface with another system? Brief description of any new functionality.]
2. [Title of change #2] [Provide brief description of the change. Is it correcting a known software bug? Is it related to the interface with another system? Brief description of any new functionality.]
3. [Title of change #3] [Provide brief description of the change. Is it correcting a known software bug? Is it related to the interface with another system? Brief description of any new functionality.]
4. [Etc.]

3.0 Detailed Change Descriptions

Identification:	Title from list above
Severity:	Provide Category Code of problem. Use ITA code definitions or provide your definitions in Appendix A.
Description:	Short description of problem
Resolution:	Describe how change corrects the problem
Files Affected:	List all application code files (with full path) that have been modified as a result of making this change
Back Out Plan:	Describe actions that will be taken if issues associated with this change are experienced in the production environment.
Test Case Description:	Describe how this change will be tested to ensure that it works as designed and does not degrade system functionality or performance. Include description of planned regression testing.
Worst Case Scenario:	Describe what would happen if a failure associated with this change occurs. What would the user experience? How

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	long would it take to implement the Back Out Plan? Maximum Downtime= [insert estimate in minutes]
Best Case Scenario:	Describe what happens if the changes are successfully implemented.
Realistic Case Scenario:	Identify any risks that might affect the outcome of the Best case Scenario. Describe how these risks will be mitigated. Indicate the impact on users, if any.
Final Notes:	Provide any additional information you believe would be helpful in assessing the impact of these changes to integration, security, interoperability or functional requirements. Additional comments to assist testing organizations in assessing the need for testing.

Appendix A – ITA Severity Code Definitions

Severity Code Definitions

ITA Integration testers and Functional user testers assign Severity Codes to identified findings based on the following:

Severity 1

A significant deficiency that must be corrected before the system can become operational or must be fixed before an operational system can continue to operate, including a finding that,

- a) identifies baseline adjustments, not included in the installation guide, made during the test event in order to successfully install the application;
- b) has a serious effect on the operation of either the application or on another application or component of the infrastructure; or
- c) seriously increases the level of effort required by site personnel to manage the application or other applications.

Severity 2

A finding that,

- a) has a significant effect upon, but does not prevent, the successful installation of the application under evaluation;
- b) has a significant effect on the operation of either the application or on another application or component of the infrastructure;
- c) significantly increases the level of effort required by site personnel to manage the application or other applications.

Severity 2 findings are expected to be corrected in the next version of the system.

Severity 2 findings do not cause integration test failure, but the accumulation of Severity 2 findings may affect the test organization's "go/no go" recommendation.

Severity 3

A finding that,

- a) has an effect upon the installation of the application under evaluation;
- b) has an effect on the operation of either the application or on another application or component of the infrastructure; or

- c) increases the level of effort required by site personnel to manage the application or other applications, but does not require a significant level of effort by site administrators.

The successful resolution of a Severity 3 finding requires technical expertise expected of site administrators. The resolution does not cause significant delay in integration testing; instead, it can be proposed and evaluated during integration testing.

Severity 4

A finding that,

- a) has little or no effect upon the installation of the application under evaluation;
- b) has little effect on the operation of either the application or on another application or component of the infrastructure; or
- c) nominally increases the level of effort required by site personnel to manage the application or other applications, but does not require a significant level of effort by site administrators.

The finding can be resolved by a workaround that can be implemented as a change during integration testing without a significant level of effort, or the finding can be left as is. Even though the finding has some effect on the configuration or operation of the mission application, or on other components of the site architecture the administrator will be able to manage the mission application.